

Inquiring on Items Using Item Search

Overview

In NIS you specify criteria for an item search. Use this type of search when you know what the item is but you want to limit your search. For example, you can limit the search for an item to a specific branch/plant.

This work instruction shows how to [Inquire on Items Using Item Search](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Inventory.

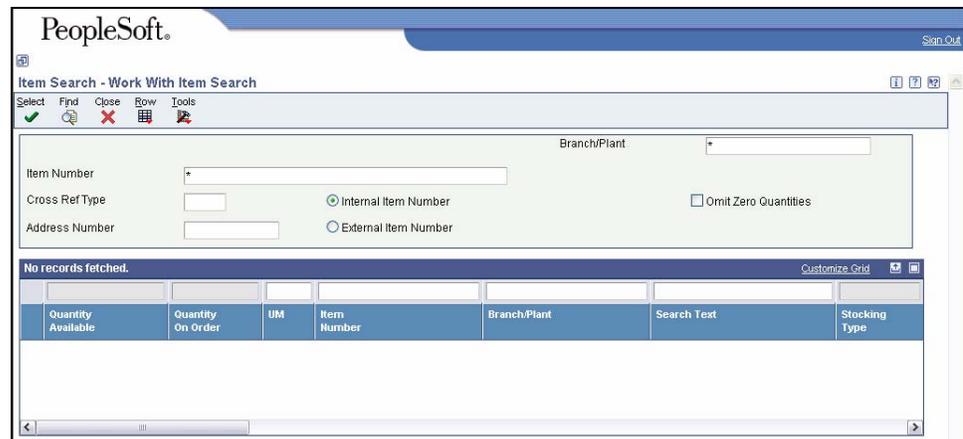
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Inquiries > Item Search

Steps

Inquire on Items Using Item Search

Start this instruction from the Item Search – Work With Item Search window.



The screenshot shows the PeopleSoft interface for 'Item Search - Work With Item Search'. The window has a title bar with 'PeopleSoft' and 'Sign Out'. Below the title bar is a menu bar with 'Select', 'Find', 'Close', 'Row', and 'Tools'. The main area contains a search form with the following fields and options:

- Item Number: A text input field with a '+' icon.
- Cross Ref Type: A text input field.
- Address Number: A text input field.
- Branch/Plant: A text input field.
- Radio buttons: 'Internal Item Number' (selected) and 'External Item Number'.
- Checkbox: 'Omit Zero Quantities'.

Below the form, a message states 'No records fetched.' and a table with the following columns: 'Quantity Available', 'Quantity On Order', 'UM', 'Item Number', 'Branch/Plant', 'Search Text', and 'Stocking Type'.

1. Complete the following fields:
 - Item Number
 - Branch/Plant
2. Click **Find**.

PeopleSoft. Sign Out

Item Search - Work With Item Search f ?

Close Row Tools

Item Number: NIS307 Branch/Plant: 6505100W

Cross Ref Type: ENVELOPES, LETTER

Address Number: Internal Item Number

External Item Number Omit Zero Quantities

Records 1 - 2 Customize Grid

Quantity Available	Quantity On Order	UM	Item Number	Branch/Plant	Search Text	Stocking Type
<input checked="" type="radio"/>	1,000.0000	EA	NIS307	6505100W	ENVELOPES	S
<input type="radio"/>		EA	NIS307	6505100W	ENVELOPES	S

- Review the fields displayed.
- Click **Close**.